

# Queensland Fire and Emergency Services

# **User Guidelines for QFES e-lodgement**

Guidelines to assist with electronically registering, submitting, receiving and viewing requests for QFES Referral Agency Advice under the *Planning Act 2016*.

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Public Safety Business Agency working in partnership with the Queensland Fire and Emergency Services

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# **Overview of QFES e-lodgement**

QFES e-lodgement is a statewide web-based portal for the electronic lodgement of building approval requests referred to QFES as an advice agency under the *Planning Act 2016*. It is an alternative to using QFES application forms.

QFES e-lodgement is available on the QFES website: <u>www.qfes.qld.gov.au.</u> It is a single access point for applicants across the state.

For a further understanding of the Referral Agency Advice process, refer to the following page on the Queensland Fire and Emergency Services website: https://www.gfes.gld.gov.au/buildingsafety/referral-agency-advice/Pages/default.aspx

#### **Benefits of using QFES e-lodgement**

There are many benefits to using QFES e-lodgement:

#### Simplified referral process

- Submit your meeting, assessment and inspection requests online, attaching all associated documents (reports and drawings) regardless of the number of files and their size;
- No requirement for signatures on forms;
- It is no longer mandatory to include IDAS forms with your submission to QFES, however, they can still be submitted at your discretion;
- QFES e-lodgement has been specifically designed to minimise key stroke data entry by using auto-population, drop down lists and copying data entered on previous applications.

#### Save money and time

- No printing or postage costs for paper documents;
- Upload your request to QFES directly with no wasted time in postal transit.

#### Improved access to information

- QFES reports and correspondence will be automatically emailed to you once they are completed. They will also be available in QFES e-lodgement against the relevant request in your profile;
- You will see a history of requests lodged by you or your organisation (depending on your profile) through QFES e-lodgement.

# **Before You Start**

#### Do you have the correct computer setup?

To use QFES e-lodgement you need one of the following:

- Internet Explorer Version 9 or later
- Firefox Version 15 or later
- Google Chrome Version 22 or later
- Safari Version 5 or later.

The combination of Internet Explorer Version 9 **PLUS** Google Chrome Frame is not compatible with QFES e-lodgement. Use one of the above browsers instead.

You also need Adobe Reader Version 9 or later for viewing reports and correspondence. Adobe Reader can be downloaded free from <u>Adobe.com</u>. Note that the standard Apple Preview function is not supported by QFES e-lodgement.

You will need an email account to register and receive updates about your submitted applications.

Mobile devices are not supported by QFES e-lodgement.

**Note:** The upload speed of your internet connection will determine the time it takes to send large file attachments such as building drawings.

# **Getting Support**

#### **User Guidelines**

These **User Guidelines for QFES e-lodgement** have been developed to support you when using QFES e-lodgement.

#### QFES e-lodgement Help Desk

If you require further assistance or if you want to provide feedback, you can contact the QFES e-lodgement Help Desk on (07) 3635 1799 (Monday to Friday 8am to 3pm excluding public holidays) or by email at:

#### QFES.e-lodgement@qfes.qld.gov.au

#### When using QFES e-lodgement

A **Need Help?** icon displays in the banner of QFES e-lodgement. Hover your mouse over this icon to display support information:



# **Register for QFES e-lodgement**

To use QFES e-lodgement, you need an email address to create a user account. A QFES e-lodgement user account can be set up either as an individual profile, or as a user within an organisation profile. Your email address can be linked to only one QFES e-lodgement user account.

It is important to understand the difference between an individual profile and an organisation profile and determine what is right for you before you start the process of registering for QFES e-lodgement.

#### What sort of profile do I need to set up in QFES e-lodgement?

An individual profile caters for one person who has dealings with QFES, who has one email address, and who does not need to be linked in any way to other users of QFES e-lodgement. You create a user account under one name to submit and manage your requests. All communications will come directly to the email address that you register when you set up the individual profile.

An organisation profile caters for organisations that have multiple users of QFES e-lodgement, multiple offices and/or multiple email addresses for the organisation, offices and users. The benefit of an organisation profile is that users within that organisation can see submissions lodged by other users in the same organisation and action them if required.

#### Things you need to know about an organisation profile

If you believe an organisation profile is what you require, there are a few concepts that you need to be aware of:

#### e-lodgement administrator from your organisation

Before you register for an organisation profile you need to nominate at least one e-lodgement administrator from your organisation who will set up the profile and then add individual users from your organisation. This person is responsible for the following activities:

- Doing the initial registration of the organisation profile they will then become the default e-lodgement administrator;
- Creating and managing other users in your organisation (including more e-lodgement administrators). This will include advising organisation users of the password they will require to activate their account;
- Managing the office details of your organisation.

The original e-lodgement administrator from your organisation can be deactivated, however, an organisational profile must have at least one e-lodgement administrator active at all times.

#### Organisation user

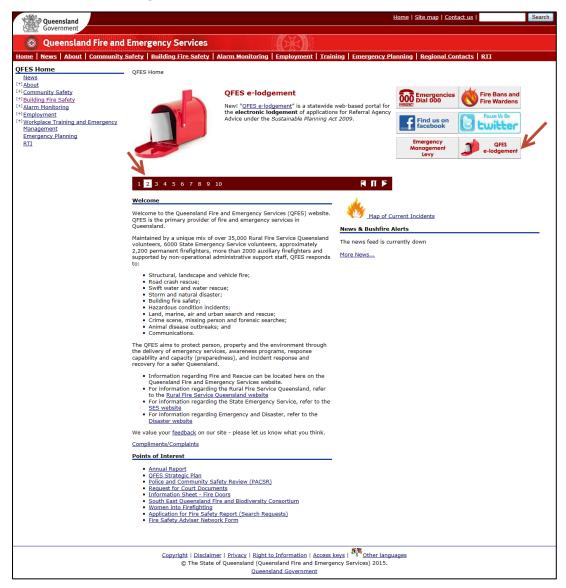
An organisation user is created within your organisation profile by an e-lodgement administrator. Once an organisation user is created by an e-lodgement administrator, that user cannot register themselves as an individual in QFES e-lodgement. Organisation users need to activate their account after they receive their activation email.

#### Planning your organisation profile

Before setting up your organisation profile, it is recommended that you create a plan for how you want your profile to look. See some examples in Appendix A – Example Organisation Profiles.

# Ready to Start?

#### Access QFES e-lodgement

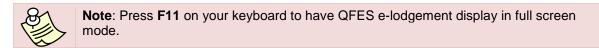


QFES e-lodgement is accessed from the QFES website: <u>www.qfes.qld.gov.au</u>.

Take these steps to access QFES e-lodgement:

- 1. Go to <u>www.qfes.qld.gov.au</u>
- 2. Click on the QFES e-lodgement link. The QFES e-lodgement home page displays:

Queensland	
🕲 Dueensland Fire and Emergency Services 🔧	e-lodgemer
QFES e-lodgement	
Online Lodgement and Processing	
GFES e-lodgement allows for the online lodgement and processing of applications for referral agency advice under the Sustainable Planning Act 2009.	Login Email Address
Simplified Application Process	Enter Address.
<ul> <li>• submit your Meeting, Assessment and Inspection applications online, attaching all associated documents (reports and drawings) regardless of the number of files and their size.</li> </ul>	Password:
No requirement for signatures on application forms.	
No longer mandatory to submit IDAS Forms with your application to GFES, however, they can still be submitted at your discretion.	Remember my login on this computer
Save Time and Money	Login Clear Forgot password?
<ul> <li>No printing or postage costs for paper documents.</li> </ul>	
<ul> <li>Upload your application to the QFES directly with no wasted time in postage.</li> </ul>	New User?
Improved Access to Information	Register as a new user
OFES reports and correspondence will be automaticatly emailed to you once they are completed. They will also be available in OFES e-lodgement against the relevant application in your profile.	
You will see a history of applications lodged by you or your organisation (depending on your profile) through QFES e-lodgement.	Need Help?
	We are here to help. Please contact the
System Requirements	QFES e-lodgement team:
OFES e-lodgement is optimised for Internet Explorer 9; Firefox 15; Google Chrome 22; and Safari 5 or later versions; Recommended minimum screen resolution of 1280 x 1024.	IN COMPOSITION
🔛 An email account is required to register and receive updates about your submitted applications.	CFES.e-lodgement@ofes.gld.gov.av
😳 Please note the speed of your internet connection will determine the time it takes to upload large file attachments such as building drawings.	(07) 3635 1799 Mon - Fri 8am - 3pm Excl Public Holidays
Mobile devices are not supported, however correspondence is emailed in pdf format.	<ul> <li>Mon – Fri Sam – 3pm Excl Public Holidays</li> </ul>
a Adobe Reader is recommended to view PDF files. Apple Preview is not supported.	Planet Octore
	Planned Outage
	GFES E-lodgement at:



#### Register as a new user

Take the following steps to register as a new user and then set up a QFES e-lodgement profile:

1. From the QFES e-lodgement home page, click on the **Register as a new user** link:

Ver Queensland	
Oueensland Fire and Emergency Services 🔧	e-lodgement
QFES e-lodgement	
Online Lodgement and Processing	
OFES e-lodgement allows for the online lodgement and processing of applications for referral agency advice under the Sustainable Planning Act 2009.	Email Address:
Simplified Application Process	
Submit your Meeting, Assessment and inspection applications online, attaching all associated documents (reports and drawings) regardless of the number of files and their size.     No recoursement for signatures on application forms.	Password:
<ul> <li>No longer mandatory to submit IDAS Forms with your application to QFES, however, they can still be submitted at your discretion.</li> </ul>	Remember my login on this computer
Save Time and Money	Login Clear Forgot password?
No printing or postage costs for paper documents.	
<ul> <li>Upload your application to the QFES directly with no wasted time in postage.</li> </ul>	New User?
Improved Access to Information	Register as a new user
Concerning they are completed. They will also be available in QFES e-lodgement analysis	

The Select a Registration Type page displays:

Queensland Government	QFES e-lodgement Login
Queensland Fire and Emergency Services 🖘	e-lodgement
Select a Registration Type	
Registration is quick, simple and free	
How would you like to register?	Which Registration Type? If you are part of an organisation it is recommended that you confirm or intends to establish an organisation profile
	Individual User Gr single user only Not for users within an organisation
	Organisation  subscription  subscription
	Need Help?         We are here to help. Please contact the OFES 4-bogenetit team.         Isser Guidelines         SFES.4-bogenetites.old.cov.au         (07).6635 1799         (107).6635 179         (107).6635 179         (107).6635

- 2. Select which user type you require: Individual user or Organisation.
- 3. Click Continue.
- 4. Enter the registration details for your individual or organisation profile. Take note of the following before starting:

<b>A</b>	<ul> <li>Rules about setting passwords:</li> <li>Length = minimum 8 characters, maximum 12 characters</li> <li>Must contain at least one numeric character</li> <li>Must contain at least one alpha character</li> <li>No spaces allowed</li> <li>QFES e-lodgement will display a password strength indicator after you type in your password:</li> </ul>				
	Password Confirm Pass	word	0	Medium Password	
	intervals <ul> <li>The e-lodg</li> <li>then the p</li> <li>your organ</li> <li>individuals</li> </ul>	<ul> <li>QFES e-lodgement will not force you to change your password at set time intervals</li> <li>The e-lodgement administrator creates their own administrator password and then the passwords for individuals when setting up the accounts for users within your organisation. Set up all passwords as unique and then provide them to the individuals in your organisation.</li> <li>See page 12 for information about Forgotten Passwords.</li> </ul>			
	<b>Note</b> : When you s information about		<b>n</b> , hover your mo	use over it to view important	
	Confirm Password	•••••		en 8 and 12 characters long without spaces at 1 number and 1 letter	

required to enter info	f-coloured this means that it is a <b>mandatory</b> field and you are formation into it. If you don't enter information into a mandatory field, it d box around it and a red information icon next to it:
Note: If a field has a when you click it: Address Type Property Name	drop down arrow, you must select one of the options that display

5. Once you have entered all your registration details, click **Register**. The **Registration Successful - Please check your email** screen displays:

Postal

International

Queensland Government	QFES e-lodgement Login
Queensland Fire and Emergency Services	e-lodgement
Registration Successful - Please check your email	
Thank-you for registering with the QFES e-lodgement system. To complete your registration, please confirm your details using the activation link in the email sent to you.	

An email will be sent to your registered email address asking you to activate your account.



Sub Unit

Floor Level

**Note**: If the registration process is unsuccessful, the **Registration Failure** screen displays. Follow the instructions on the screen to re-enter your registration details to complete an successful registration.

6. Go to your email application and find the activation email sent to you. The email will be from QFES e-lodgement no reply@qfes.qld.gov.au and the subject will be: QFES e-lodgement Activation Required.



**Note**: If you do not receive this email, check your junk/spam email folders. If you still haven't received the activation email then contact the QFES e-lodgement Help Desk on (07) 3635 1799 for assistance.

7. Click the link provided in the QFES e-lodgement activation email to activate your account. The **Email Activation Successful** screen displays:

Queensland Government	QFES e-lodgement Login
Oueensland Fire and Emergency Services	e-lodgement
Email Activation Successful	
The email address of qtrs seventeen@gmail.com has now been activated and your account is active and ready for use.	
Proceed to Login	

8. Click **Proceed to Login** to go to the **QFES e-lodgement** home page where you can log in and start using QFES e-lodgement.

#### Log into QFES e-lodgement

After you activate your email address as part of registering your QFES e-lodgement account, take the following steps to log in:

1. On the QFES e-lodgement home page, enter your email address and the password that you either entered in the registration process, or that was given to you by your organisation's e-lodgement administrator if you are a user within an organisation profile.

遭	Queensland Covernment	
8	Queensland Fire and Emergency Services	e-lodgement
1	QFES e-lodgement	
	Online Lodgement and Processing	
H	QFES e-lodgement allows for the online lodgement and processing of applications for referral agency advice under the Sustainable Planning Act 2009.	Login Email Address:
	Simplified Application Process	
	Submit your Meeting, Assessment and Inspection applications online, attaching all associated documents (reports and drawings) regardless of the number of files and their size.	Password:
	No requirement for signatures on application forms.     No longer mandatory to submit IDAS Forms with your application to QFES, however, they can still be submitted at your discretion.	Remember my login on this computer
	Save Time and Money	Login Clear Forgot password?
08	No printing or postage costs for paper documents.	
	<ul> <li>Upload your application to the QFES directly with no wasted time in postage.</li> </ul>	New User?
	Improved Access to Information	Register as a new user
	Accession of the state of the s	Head Hein?



#### **Forgotten Passwords**

If you have forgotten your password, click the **Forgot password?** link and follow the steps. After submitting your email address, QFES e-lodgement will send an email with a link to the **Reset Password** screen. Enter your new password to reset.

The Application Search screen displays:

Oueensland Fire and Emergency Services 🖘 👘 👘 👘 👘 👘 👘 👘					ement		
🔍 Application Search 🛛 🔊 New Application -				Logged in: Vanessa Goodman 💈 My Account	Sea My Organisation	😔 Need Help?	Operation Logout
Application Search							-
Filter Options     Submission #      Application Type     Show Draft Applications Only	My Include Archived Applications	Ref			My Office Submitted By		< <
Clear Filters							
Archive Un-archive Copy Application Data	Delete						
Submission # Icon Submitted Date Time	e My Ref	Submitted By	Location	Ap	plication Type	QFES Office	1
No records evallable.							

If you are an e-lodgement administrator, you will have an extra button in your toolbar – **My Organisation** – and your **Application Search** screen will look like this:

	C	odgement
🔍 Application Search 没 New Application - Logged in: V	Vanessa Goodman 🙁 My Account 🛛 🚓 My Organisation 🔮 Nee	Help? 🥥 Logout
Application Search	$\sim$	
Filter Options           Submission #	My Office	>
Q. Sarch [if] Gear Filers		
Application search Kesuits  Archive Chr-archive Copy Application Data Selete  Archive Chr-archive Copy Application Data		
Submission # Icon Submitted Date Time My Ref Submitted By Location	Application Type QFES	Office
No records available.		

#### Log out of QFES e-lodgement

When you are finished working in QFES e-lodgement, take the following steps to logout:

1. Click the **Logout** button:

Queensland Fire and Emergen	cy Services					e-lodgeme	nt
🔍 Application Search 🛛 🔬 New Application -				Logged in: Vanessa Goodman 💈 My Accour	nt 🛛 🐣 My Organisatio	n 🔮 Need Help? 🔞 Lo	gout
Application Search					-		
Filter Options Submission # Q Application Type Show Draft Applications Only	My Ref				My Office     Submitted By		× ×
Q Search							
Application Search Results							
🚔 Archive 🛛 🚔 Un-archive 🍥 Copy Application Data 🗧	Delete						
Submission # Icon Submitted Date Time	My Ref	Submitted By	Location		Application Type	QFES Office	
No records available.							

The Confirm Logout window displays:

Confirm	n Logout		
Are you sure you want to logout?			
	Yes	No	

2. Click **Yes** to logout of QFES e-lodgement.

#### **QFES** e-lodgement session expiration

If two hours of inactivity in QFES e-lodgement is detected, the system will log you out automatically. Any unsaved data will be lost. The following message displays:

Sessio	n timed out Your login Please log	session has expired due to in-activity.
		Proceed to Login

Click Proceed to Login and log into QFES e-lodgement again.

Note: Uploading documents into QFES e-lodgement is considered system activity.

## **Manage Your Details**

#### Manage My Account

After you have registered and logged into QFES e-lodgement, you can update your details using **My Account**. To manage your account, take the following steps:

1. From the Application Search screen, click on My Account:

Queensland Fire and Emergency Services					e-lodge	ement
Q Application Search 20 New Application -		Log	gged in: Vanessa Goodman 💈	My Account 🛛 🐣 My Organisation	🔮 Need Help?	O Logout
Application Search	_		$\sim$			
Filter Options     Submission # Application Type My Ref     Show Draft Applications Only     Certifier				My Office Submitted By		•
Q. Search a Clear Filters						
Application Search Results						
Archive Un-archive Opy Application Data Opelete Submission # Icon Submitted Date Time My Ref	Submitted By	Location		Application Type	QFES Office	4
Submission # icon Submitted Late Time My Ren No records available.	Submitted by	Location		Application Type	UPES Office	
The TBLACK PROBABLE.						

The My Account screen displays your current profile information in the Profile tab:

Queensla	Oueensland Fire and Emergency Services 🔧											e-lodg	ement
Application Search	ch 🕺 New Applicat	tion -					Lo	ogged in: Vanessa Go	odman	8 My Account	Station My Organisation	🔮 Need Help?	O Logout
🔏 My A	ccount												
Profile Passwo	ord												
Email	qfrs.seventeen@gmai			0									
	The email address	s is valid		0									
First Name	Vanessa		Last Name	e Goodman									
Address													
Address Type	Street	*											
Property Name													
Dwelling Details	Dwelling Name	✓ No.											
Level Details	Level Name	▼ No.											
Street	85 Hudson		Road	✓ Suffix	~								
Suburb	ALBION QLD 401	10			~								
Phone	07 3635 1940	Either a pho	ne or mobile nun	nber must be entered									
Mobile		Either a pho	ne or mobile nun	nber must be entered									
Fax													
	E Save												

2. Make any required changes and then click **Save**.



**Note**: If you change your email address, QFES e-lodgement will send an email to the new email address asking you to activate your account. The steps are the same as when you originally activated your QFES e-lodgement account:

- Go to your email application and find the activation email sent to you. The email will be from QFES e-lodgement no reply@qfes.qld.gov.au and the subject will be: QFES e-lodgement Activation Required.
- 2. Click the link provided in the QFES e-lodgement activation email to activate your account. The **Email Activation Successful** screen displays:
- 3. Click **Proceed to Login** to go to the **QFES e-lodgement** home page where you can log in and start using QFES e-lodgement.
- 3. If you need to change your password, click the **Password** tab:

Queensla	and Fire and Emerge	ncy Services 🤗									e-lodg	ement
Application Search	Application Search 😡 New Application •						Logged in: Va	inessa Goodma	n 💄 My Account	Station My Organisation	Need Help?	O Logout
My A	Account											
Email	qfrs.seventeen@gmail.com		0									
First Name	Vanessa	Last Name	Goodman									
Address												
Address Type Property Name	Street											
Dwelling Details	Dwelling Name 💌 No.											
Level Details	Level Name 💌 No.		1-1									
Street	85 Hudson	Road	✓ Suffix	*								
Suburb	ALBION QLD 4010 07 3635 1940 Eithe			*								
Mobile		a phone or mobile number a phone or mobile number										
Fax		a phone of mobile numor	n musi de entered									
	Save											

#### The Change Password details display:

Queensland	Fire and Emergency Services			e-lodge	ement
Application Search	🖉 New Application -	Logged in: Vanessa Goodman 💈 My Account	🐣 My Organisation	📀 Need Help?	O Logout
🧎 Му Асс	sount				
Profile Password					
Change Password					1
Current Password					
Enter New Password					
Confirm New Password					
	Save				

4. Enter your current and new password into the tab and then click **Reset Password**.

<ul> <li>Rules about setting passwords:</li> <li>Length = minimum 8 characters, maximum 12 characters</li> <li>Must contain at least one numeric character</li> <li>Must contain at least one alpha character</li> <li>No spaces allowed</li> <li>QFES e-lodgement will display a password strength indicator after you type in your password:</li> </ul>
Password  Confirm Password
QFES e-lodgement will not force you to change your password at set time intervals

• See page 12 for information about Forgotten Passwords.

#### Manage My Organisation

Only an e-lodgement administrator can manage the details of an organisation profile. This includes updating your organisation's details and creating offices and users. You can also search for users in your organisation. To manage your organisation's details, take the following steps:

1. From the Application Search screen, click on My Organisation:

Queensland Fire and Emergency Services	A C				e-lodge	ement
🔍 Application Search 🛛 🚽 New Application -	And the second second		Logged in: Vanessa Goodman 💈 My A	ccount 🛛 🐣 My Organisation	😒 Need Help?	O Logout
Application Search			_			
Filter Options     Submission # Q Application Type      My Ref     Show Draft Applications Only     Include Archived Applications     Certifier				My Office Submitted By		<b>*</b>
Search Clear Filters						
Application Search Results						
Archive 🚊 Un-archive 💽 Copy Application Data 🥥 Delete						0,2
Submission # Icon Submitted Date Time My Ref	Submitted By	Location		Application Type	QFES Office	
No records available.						

The **Manage Organisation** screen displays the offices and users within your organisation profile and allows you to edit your details:

Queensland Fire and E	mergency Services	e-lodgement	
🖳 Application Search 🛛 🔊 New Applic	cation -		Logged in: Vanessa Goodman 🤰 My Account 🛛 🏯 My Organisation 🔮 Need Help? 🛛 🥥 Logou
Manage Organ	nisation		
Hierarchy Active Only v «	Edit Organisation		
ABC Certifiers	Organisation		
Add Office	Name ABC Certifiers		
a 🚺 Default Office	Phone 07 3333 3333	Either a phone or mobile number must be entered	
Add User	Mobile	Either a phone or mobile number must be entered	
avanessa Goodman	Fax		
	Copy To Address  I copy of correspondence from Email Address Address Address Type Property Name Deveiling Details Level Details Street Street Street B Hudd Suburb ALBION QLD Street Save	▼ ▼ No. n Road ▼ Suffix ▼	

1	The <b>Hierarchy</b> pane lists the offices and users in your organisation. This is where you can select the level of detail to view or update.
2	The Edit Organisation pane displays the details selected in the Hierarchy pane.

#### Manage Organisation

If you highlight your organisation in the **Hierarchy** pane, the **Edit Organisation** pane will display:

Queensland Fire and	d Emergency Servi	ces 🖓 👔	e-lodgement
🖳 Application Search 🛛 🔊 New Ap			Logged in: Vanessa Goodman 浅 My Account 🛛 🚓 My Organisation 🔮 Need Help? 🔞 Logout
Manage Org	anisation		
Hierarchy Active Only Y			
	Organisation	100.0 10	
Add Office Default Office	000100100	ABC Certifiers	$\frown$
Add User	Phone	07 3333 3333 Either a phone or mobile number must be entered	(2)
A Vanessa Goodman	Mobile	Either a phone or mobile number must be entered	
-	Fax		
	Email 3	Coo orga	y to Address will neek a sc copy of all emails from the GFES e-loopement that are sent to individual users in your inisation. Copy to allows a copy of correspondence to be directed to a shared or common email account.
	Address Type	Street	
	Property Name		
	Dwelling Details	Dwelling Name 👻 No.	
	Level Details	Level Name 👻 No.	(4)
	Street	85 Hudson Road 💙 Suffix 💙	-
	Suburb	ALBION QLD 4010	
		Save	
		ave.	

1	Select your organisation's name in the Hierarchy pane.
2	Update your organisation's name, phone and fax details.
3	You can elect to copy all reports and correspondence from QFES relating to applications that are lodged by users within your organisation to a specific email address by selecting the <b>Include a copy of correspondence from QFES for all Users in my Organisation</b> checkbox. This email address can be the same as a user within the organisation or a generic email address for the organisation. It cannot be the same as an email address for a user of QFES e-lodgement outside of your organisation.
4	Update your organisation's address details.

#### Manage Offices

You can set up your organisation with as many offices as required, update the details for your offices, and make them active or inactive if required.

When you register your organisation, it is created with a **Default Office**. You can update the details of this default office, but you cannot remove it by making it inactive.

To update the details of the default office, take the following steps:

Queensland Fire and	Emergency Servic	es 😜 🚺		1	e-lodgemen
🔍 Application Search 🛛 🖉 New Appl	ication -				Logged in: Vanessa Goodman 浅 My Account 🛛 🍰 My Organisation 🌵 Need Help? 🛛 🧿 Logo
Manage Orga	nisation				
Search					
Hierarchy Active Only 🗸 🖉					
ABC Certifiers	Office	Provide the second			
Add Office	Name	Default Office			
Default Office	Phone	07 3635 1940	Either a phone or mobile num	er must be entered	
Add User Add User Add User Add User	Mobile		Either a phone or mobile num	er must be entered	
a vanessa Goodman	Fax				
	Include a copy of c     Email     Address	orrespondence from the QFI	ES for all Users in this Office		Copy to Address will receive a cc copy of all emails from the QESS e-lodgement that are sent to individual users in this office. Copy to allows a copy of correspondence to be directed to a shared or common email account.
	Address Type	Street			
	Property Name				
	Dwelling Details		No.		
	Level Details		No.		
	Street	85 Hudson	Road	✓ Suffix	* *
	Suburb	ALBION QLD 4010			×
		Save:			
and the second se				and the second se	

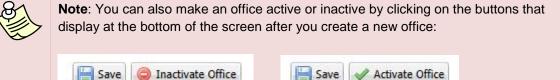
1	Select <b>Default Office</b> in the Hierarchy pane. Note: Display <b>All Offices</b> or <b>Active Only</b> by selecting from the drop down box at the top of the Hierarchy pane.
2	Update the default office's name, phone and fax details.
3	You can elect to copy all reports and correspondence from QFES that are lodged by users within this office of your organisation to a specific email address by selecting the <b>Include a copy of correspondence from QFES for all Users in this Office</b> checkbox. This email address can be the same as a user within the organisation or a generic email address for the organisation. It cannot be the same as an email address for a user of QFES e-lodgement outside of your organisation.
4	Update this office's address details.
	<b>Note</b> : Follow the same steps to update any office in your organisation, after you have created them.

To add a new office, take the following steps:

Queensland Fire an	d Emergency Services 🥱			e-lodg	ement
Application Search 🖉 New Application	plication -		Logged in: Vanessa Goodman  🚨 My Account	🚴 My Organisation 🔮 Need Help?	🙆 Logout
	anisation			_	
	« Create Office				
ABC Certifiers	Office				
Add Office	Name				
Default Office		a phone or mobile number must be entered			
Add User		a phone or mobile number must be entered	(2)		
📇 Vanessa Goodman	Fax		$\bigcirc$		
	Include a copy of correspondence from the QFES for a	II Users in this Office	Copy to Address will receive a cc copy of all emails from the QFES o Copy to allows a copy of correspondence to be directed to a shared	-lodgement that are sent to individual users in thi or common email account.	is office.
	Address Address Type Street				
	Property Name				
	Dwelling Details Dwelling Name V No.				
	Level Details Level Name V No.	_			
	Street No. Name	Type V Suffix V	(4)		
	Suburb	· / po			
	Save .				
and the second	the second s		and the second		

1	Select Add Office in the Hierarchy pane.
2	Enter the new office's name, phone and fax details.
3	You can elect to copy all reports and correspondence from QFES that are lodged by users within this office of your organisation to a specific email address by selecting the <b>Include a copy of correspondence from QFES for all users in this office</b>

	checkbox. This email address can be the same as a user within the organisation or a generic email address for the organisation. It cannot be the same as an email address for a user of QFES e-lodgement outside of your organisation.
4	Enter the new office's address details.





**Note**: If you click **Inactivate Office**, this will prevent the emailing of any reports or correspondence from QFES relating to any submission for that office via QFES e-lodgement to the **Copy to Address**. The office will also be hidden from the normal tree view of offices in the **Hierarchy** pane.

#### Manage Users

You can set up your organisation with as many users of QFES e-lodgement as required, edit the details for your users, and make them active or inactive if required.

To create a new user or update the details of an existing user in your organisation, take the following steps:

Queensland Fire and E	mergency Servi	ces 🔊			e-lodg	ement
🗟 Application Search 🛛 🔊 New Applic	ation -		Logged in: Vanessa Goodman 浅 Mj	Account 🛛 📇 My Organisation	Need Help?	O Logout
Manage Organ						
Hierarchy Active Only V (()	Create User Organisation Name	ABC Certifiers				
Add Chie     Add User     Add User	Organisation varies Office Email First Name Phone Mobile Fax Administator Change Password Password Confirm Password	Head Office	2			

1	Select <b>Add User</b> in the <b>Hierarchy</b> pane, or select the user whose details you want to update.
2	Enter the user's details. If you've selected Add User, these fields will be blank.

<b>Note:</b> Don't forget to advise the new that they can successfully activate the	vuser of the password you have created for them so neir QFES e-lodgement account.
Note: You can also make a user active at the bottom of the screen after you c	ve or inactive by clicking on the buttons that display create a new user:
Save Activate User	Save Save

Inactivating a user will prevent the emailing of any reports and correspondence from QFES relating to any submission you have lodged via QFES e-lodgement to this user. The user will also be hidden from the normal tree view of users within the offices in the **Hierarchy** pane.

#### Search for Users

To find a specific user in your organisation, you can search for their name in the **Search** tab:



- 1. Enter any part of the user's name in the **Find User** field.
- 2. Click **Search**. The results of the search will display as follows:

Queensland Fire and Emergency Services 🔧 👘 👘 👘				e-lodg	ement
🗟 Application Search 🛛 🖉 New Application -	Logged in: Vanessa Goodman	🚨 My Account 🛛 🛔	My Organisation	🔮 Need Help?	O Logout
Manage Organisation					
Cffice/Users Q Search					
Find User Vane					
User Search Results					
Email Address		First Na	me Last Name	Office	Inactive
qfrs.seventeen@gmail.com		Vanessi	a Goodman	Head Office	



**Note:** If you want to return a list of all users in your organisation, leave the **Find User** field blank, and then click **Search**.

3. If you want to update the user's details, double-click the record to open it in the **Edit User** screen.

# **Submit Requests and Documents**

#### Create and submit a request

The following types of requests can be submitted through QFES e-lodgement:

- Request for Meeting
- Request for Comment on FEB/FER
- Request for Assessment (or Reassessment)
- Request for Inspection
- Documentation Only Submission

#### Copy an existing or create from new

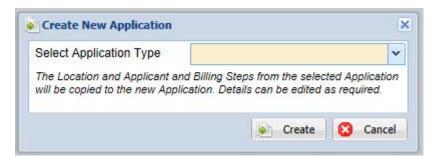
You have the choice of either copying the data from an existing submission into your new request or creating one from new.

Queensland Fire and Emergency Services					e-lodge	ement
🔍 Application Search 🛛 🔊 New Application -		Log	ged in: Vanessa Goodman  🚨 My Account	See My Organisation	😳 Need Help?	🙆 Logout
Application Search						
Filter Options Submission #	My Ref		My	y Office		~
Show Draft Applications Only	Certifier		✓ Su	ubmitted By		~
🔍 Search) 📾 Clear Filters						
Application Search Results						
Archive 🚔 Un-archive 💽 Copy Application Data 🔶 Octobe						
Submission # Icon Submitted Date Time My Ref	Submitted By	Location	Applicatio	on Type	QFES Office	
No records available.						

#### Copy submission data

To copy the data from an existing submission, take the following steps:

- 1. In the **Application Search** screen, select the application that you want to copy from.
- 2. Click Copy Application Data. The following screen displays:



- 3. Select the Application Type for your new application.
- 4. Click Create.

The new request is created with data from the selected submission:

5	Location									
tion	My Ref	1			_					
ant and Billing	QFES Details									
ssment Details	Submit to QFES Office	Caloundra				*	QFES Job No			
hments iit		(Select the closest office to the site	address)							
n	Location Details									
	Site Name	Rainbow Towers								
	Business Name									
	Structure Name	Convention Centre								
	Dwelling Details	Dwelling Name 💌 No.								
	Level Details	Level Name Y No.								
	Street	123 Smith	Road	✓ Suffix	*					
	Suburb	CALOUNDRA QLD 4551			~					
	Lot Plan Details									
	🔒 Add 📝 Edit	O Delete								
	Lot Number PI	an Type	Plan					Parish	C	ounty
	123 RF		4567	80						

5. Follow the instructions from Step 1 Location to update the copied data to make it correct for your new application.

#### Create from new

To create a request from new, take the following steps:

1. On the Application Search page, click the down arrow next to New Application:

Queenslan	d Fire	e and Emergen	cy Services	201			e-lodg	ement
Application Search	🔊 N	ew Application - 👉			Logged in: Me	agan Maurer 💈 My Accoun	t 😲 Need Help?	🧿 Logou
Filter Options Submission # Show Draft Application Search Clear Filter		Meeting Request for Commen Assessment or Rease nspection Documentation Only	sessment	V My Ref J Applications Certifier				
Application Search Resu Archive In-archive		Copy Application Data 🛛 🌘	Delete					
Submission # I	con	Submitted Date Time	My Ref		Location	Application Type	QFES Office	
Draft	2	06-May-2015 2:33 PM			1 Kurara Court NARANGBA QLD 4504	Assessment	Bundaberg	
Draft	2	06-May-2015 2:32 PM			Marine Berth 5, Level 8 55 Johns Court Central ALBION QLD 4	4010 Assessment	Brisbane	
S00006808	1	06-May-2015 7:05 AM			Marine Berth 5, Level 8 55 Johns Court Central ALBION QLD 4	4010 Documentation Only	Brisbane	

2. Select the type of application you are submitting from the drop-down list. The **New Application Wizard** opens:

Queenslan	d Fire an <mark>d Eme</mark> rge	ency Services 🍋 👘		1					e-lodg	ement
Application Search	🔊 New Application -					Logged in: Vanessa Goodman	🚨 My Account 💡	Wy Organisation	😳 Need Help?	O Logout
Mew	Application f	or Assessment	or Reassessme	nt (1)						
				$\bigcirc$						
🚏 Steps	Location									
1. Location 2. Applicant and Billing	My Ref									
3. Assessment Details	QFES Details Submit to QFES Office				QFES Job No					
4. Attachments 5. Submit		(Select the closest office to the site	address)							
	Location Details	0								
(2)	Site Name Business Name	-								
	Structure Name	1								
	Dwelling Details	Dwelling Name 💙 No.				(3)				
	Level Details	Level Name 💌 No.								
	Street	No. Name	Type 💙 Suffix	*						
	Suburb			*						_
	🕹 Add 📝 Edit	Delete								
		an Type	Plan				Parish	Count	v	
	No records available.									
							0			
							(4)			
							0			
		the second s			and the second difference of the second differ		4 Previous Nex	t 🕨 📄 Save	Save & Close	Cancel

1	The type of new application you selected to submit displays at the top of the screen while you are completing the <b>New Application</b> wizard.
2	Your current step in the <b>New Application</b> wizard displays in bold in the <b>Steps</b> pane. <b>Steps 3</b> and <b>5</b> of the <b>New Application</b> wizard vary among the different application types. You do not have to complete the steps in order, you can move between steps in the wizard by clicking on the step in the <b>Steps</b> pane.
3	The fields in the main pane align with your current step in the <b>New Application</b> wizard. Enter the information in the pane and then move to the next step in the <b>New Application</b> wizard. You don't have to enter the wizard steps in any particular order; however, QFES e-lodgement will check that you have entered all required information when you click <b>Submit</b> in <b>Step 5</b> .
4	Move between steps in the <b>New Application</b> wizard by using the <b>Previous</b> and <b>Next</b> buttons <b>Save</b> , <b>Save &amp; Close</b> or <b>Cancel your application</b> . If you save and close, the application wizard will close and all data entered will be saved as a draft submission. If you cancel, you will lose all data you have entered.

**Note:** Draft submissions will be held in the e-lodger's account for a period of 30 days and then automatically deleted.



**Note:** The **New Application** wizard is used to create and submit your application. After you submit the application, you can view all details of the application from the **Application Summary** screen, where you can also submit additional documents for the application, such as amended drawings or a Certificate of Classification.

### Step 1 Location

Enter the **Location** details for your application:

• Steps	Location									
Location Applicant and Billing Assessment Details Affactments Submit	My Ref QFES Details Submit to QFES Office Location Details Site Name Business Name Structure Name Dwelling Details Level Details Street Suburb	(Select the closest office to the site add	tress)	uffix V	1	QFES Job No	2	)		
		Deter	Plan					Parish	 County	

1	If you have a reference number, enter it into the <b>My Ref</b> field.
2	Select from the drop down list which QFES office is responsible for the site. This will be changed by QFES if the incorrect office is selected. You can also enter the QFES Job No if the application relates to an existing job. This will help ensure that the application gets attached to the correct job in the QFES system.
3	Enter the location details for the site. An <b>Application for Meeting</b> has an addition field in <b>Location Details</b> : Concept Only - address not required. (Only tick the box where the meeting is to discuss where the proposed site is unknown)
4	Enter the lot and plan details for the site. You must enter at least one lot and plan for the site unless the <b>Nature of Application</b> is <b>Temporary Structure</b>

#### Step 2 Applicant and Billing

Enter the details of the applicant and billing details for the application:

	Mew Application	for Assessment or Reassessment	Logged in: Vanessa Goodman 🤱 My Account 🛛 🚴 My Organisation 🔮 Need Help?					
	Applicant and Billing							
	Person and/or Comp							
t and Billing	Person and/or Company							
nt Details	Person	Title 👻 First Name	Last Name					
105	Company		ABN					
	Contact Details							
	At least one phone nun	iber is required						
	Mobile	Phone Fax Email						
	Postal Address							
	- Care of Perso	n and/or Company	Clear Applicant Detail					
	Address Type							
	Property Name	Street						
	Dwelling Details	Dwelling Name V No.						
	Level Details	Level Name V No.						
	Street							
	Suburb	No. Name Type v Suffix v						
		· · · · · · · · · · · · · · · · · · ·						
	Billing Details							
	Copy Applicant for	Silling Order Reference Fees will be charged to the billing customer ( (if applicable)	in accordance with the Fire and Emergency Services Act 1990 or the Building Fire Safety Regulation 2008					
	Person and/or Comp	(ii applicable)						
	Person and/or Compan							
	Person	Title 🔽 First Name	Last Name (2)					
	Company	Company Name	ABN					
	Contact Details							
	At least one phone nun							
	Mobile	Phone Fax Email						
	Postal Address							
	- Care of Perso	n and/or Company	Clear Billing Details					
	Address Type	Street 👻						
	Property Name							
	Dwelling Details	Dwelling Name 👻 No.						
	Level Details	Level Name 👻 No.						
	Street	No. Name Type 🗸 Suffix 🖌						
	Suburb							

1	Enter the details of the applicant. The applicant can be a person or a company. You can enter a care of address for the applicant if required.
2	Where applicable, enter the <b>Billing Details</b> to advise to whom the invoice is to be addressed. You can use the <b>Copy Applicant for Billing</b> feature if it is the same person or company for both. If you have your own order reference number, enter it into the <b>Order Reference</b> field. By entering these details, you are confirming to QFES that you have the billing customer's authority to receive the invoice.

Note: You may need to use the scroll bar to see the bottom of this screen.

#### **Step 3 Request Details**

The third step of the **New Application** wizard will vary depending on the type of application you are submitting.

🐮 Queenslar	nd Fire and Emerge	ncy Services 🥎	e-loag	gemer
Application Search	🔊 New Application -	Logged in: Jul	ie Jowett 🙎 My Account  😳 Need Help?	logo
New	Application for	or Meeting		
Steps	Meeting Details			
cation	Description			_
licant and Billing		QFES Staff will contact you to confirm the meeting details.		
eting Details	Meeting Description			
chments				_
nit	Proposed Attendees			*
				-
		Has there been previous contact with the QFES concerning this matter?		
		QFES Officer Name		
		Lange Control of Second		
	the second se		Next 🕨 📄 Save 📄 Save & Close	

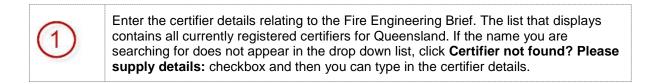
#### Step 3 Meeting Details - New Request for Meeting



**Note:** You no longer need to select the meeting type. QFES will determine the meeting type when your application is received and will contact you to discuss if required.

#### Step 3 FEB Details - New Request for Comment on Fire Engineering Brief

Queenslan	d Fire and E	Emergency Services 😜 🚽 🖉	e-lodgemen			
Application Search	🔊 New Applic	cation •		Logged in: Vanessa Goodman 浅 My Account 🛛 🤱 My Organisation 🔮 Need Help?	O Logout	
Prev New	Applicat	tion Request for Comment on Fire Engineering Brief				
Steps	FEB Details					
1. Location	Certifier					
2. Applicant and Billing	Person	Search by either name or BSA Licence No	Person Address	$\bigcirc$	~	
3. FEB Details	Company		Company Address	(1)	~	
4. Attachments	Company		Company Hourood		101	
5. Submit	— 🥅 Certifie	r not found? Please supply details:				
	- Fire Engineer					
	Person	Search by either name or RPEQ No	<ul> <li>Person Address</li> </ul>		*	
	Company		Company Address	(2)	~	
	- Fire En	gineer not found? Please supply details:				





Enter the fire engineer details relating to the Fire Engineering Brief. The list that displays contains all currently registered fire engineers for Queensland. If the name you are searching for does not appear in the drop down list, click **Fire Engineer not found? Please supply details:** checkbox and then you can type in the fire engineer details.

Step 3 Assessment Details – New Request for Assessment or Reassessment

5	3 Assessment Details							
ion	Application Type							
ant and Billing	Step 1: Nature of Application Building App	in the second			Changing the Nature of Application will reset Steps 2, 3 a			
sment Details			$\frown$		Changing the Type will reset Steps 3 and 4			
ments		nt 💛 Reassessment	(1)					
	Step 3: Solution Type Changed?		$\bigcirc$	~	Changing the Solution Type Changed will reset Step 4			
	Step 4: 👘 Atternative Solution?							
	Additional information for this application: (optional)							
	Construction		My Reference Numbers	Special Fire Services to be Assessed				
	Construction Type	×	BA Ref	Air Handling System for Smoke Control				
	What legislation is the Certifier using for the ass		DA Ref	BCA, Clause E1.10				
		~	DA Rei	Building Act 1975, Section 79     Emergency Lifts				
	Building Classes			Fire Control Centre				
	Proposed Class	Existing Class	0 🔊	Fire Detection & Alarm Systems				
			- (0)	Fire Hydrants (hydrants not on a boosted syste	m)			
	Building Use	2	)	Fire Mains (tanks, pumpsets, hydrants on a bot	osted system)			
	Proposed Use	✓ Existing Use		Smoke & Heat Venting				
				Smoke Exhaust Systems				
	Other Aspects	Floor Area		Sound & Intercom System for Emergency Purp	oses			
	No. of Storeys	Existing (m <sup>2</sup> )		Special Automatic Fire Suppression Systems Sprinklers				
	Rise in Storeys	New/Additional (m <sup>2</sup> )		Stairwell Pressurisation				
	Effective Height (m)	Largest Fire Compartment (m <sup>2</sup>		Vehicular Access for Large Isolated Buildings				
		Total (m <sup>2</sup> )		Wall-Wetting Sprinklers				
	- Self Assessing Agencies							
	Certifier details							
	Person Search by either name or E	ISA Licence No	✓ Person Address					
	Company	(4)	<ul> <li>Company Address</li> </ul>					
		$\smile$						
	- Certifier not found? Please supply detail	ls:						
	Fire Engineer details							

1	Follow the steps to define the Application Type. Depending on the Nature of Application selected in Step 1, the information that is required in Steps 2 – 4 will change. If you have any additional information about the request, select Additional information for this application: (optional) checkbox to expand the field:
2	Enter the building details and your reference numbers.
3	Select Special Fire Services to be Assessed.



If you are a self assessing agency, or if certifier or fire engineer details are required for your application, click on the checkbox and then enter the required information.

Fire Service to	a select the <b>Fire Detection &amp; Alarm Systems</b> checkbox as a <b>Special be Assessed</b> , the following message is displayed, and a written d as part of the application.
	Unwanted Alarms Requirements
	Unwanted Alarms Requirements Describes the Unwanted Alarms Process and provides the guidelines download link
	If the FD&AS is proposed to be monitored by the QFES, or is a Class 2 or Class 3 building with a FD&AS in the Sole Occupancy Unit, a written report which addresses the performance recommendations of the Fire Alarm and Building Design Guidelines for the Reduction of Unwanted Alarms is required to be submitted as part of the application.
	Unwanted Alarms Guidelines
	OK

#### Step 3 Inspection Details – New Request for Inspection

• Steps	E Inspection Details	
Location Applicant and Billing Inspection Details Attachments Submit	On-site Contact Person Name Phone Email Changes to Certifier details	Special Fire Services to be Inspected         Air Handling System for Smoke Control         BCA, Clause Et .10         Building Act 1975, Section 79         Emergency Lins         Fire Control Centre         Fire Control Centre         Fire Control Centre         Fire Control Centre         Smoke A Heat Venting         Smoke & Heat Venting         Smoke & Heat Venting         Smoke Exhaust Systems         Sprinklers         Stainvell Pressurisation         Vehicular Access for Large Isolated Buildings         Walt-Wetting Sprinklers

1	Select the Special Fire Services to be Inspected.
2	Enter the contact details of the person onsite.



Click the **Changes to Certifier details** or **Changes to Fire Engineer details** checkbox to enter updated information about the certifier or fire engineer for this application.



**Note:** You no longer need to select the inspection type. QFES will determine the inspection type when your application is received and will contact you to discuss if required.

	umentation Only Su	DITISSION	
Steps	E Building Details		
Location Applicant	Submission Type Step 1: Documents Relate To		Changing Step 1 Documents Relate To will reset Steps 2 and 3
Building Details Attachments Submit	Step 2: Building Works Type		Free Standing Shade Sail 💿 Minor Alternative Solution 💿 Single Hydrant Only Marir
	the QFES Scope Reduction criteria	Ters between the previous and current class, then this submission do	Air Handling System for Smoke Control     Air Handling System for Smoke Control     Control     Control     Building Act 1975, Section 79     Emergency Ulfis     Fire Control Centre     Fire Detection & Alarm Systems     Fire Hydrants (hydrants on on a boosted system)     Fire Hydrants (hydrants on a boosted system)     Smoke & Heat Venting     Smoke & Heat Venting     Smoke Exhaust Systems     Special Automatic Fire Suppression Systems     Special Automatic Fire Suppression Systems
	Other Aspects No. of Storeys Rise in Storeys Effective Height (m)	Floor Area Existing (m <sup>2</sup> ) New/Additional (m <sup>2</sup> ) Largest Fire Compartment (m <sup>2</sup> ) Total (m <sup>2</sup> )	Sprinklers Stairvell Pressurisation Vehicular Access for Large Isolated Buildings Walt-Wetting Sprinklers

# Step 3 Building Details – New Documentation Only Submission

1	Follow the steps to define the Submission Type . Changing Step 1 Documents Relate To will reset Steps 2–3 if already selected. If you have any additional information about the application, select the Additional information for this submission: (optional) checkbox to expand the field:
	You can then enter additional details as required, for example, when additional legislation applies to the application.
2	Enter the building details and your reference numbers.
3	Select the Special Fire Services Installed.
4	If you are a self assessing agency, or if certifier or fire engineer details are required for your application, click on the checkbox and then enter the required information.

-	<b>Fire Service Installed</b> the following message is displayed and a written required as part of the application.
	Unwanted Alarms Requirements
	Unwanted Alarms Requirements Describes the Unwanted Alarms Process and provides the guidelines download link
	By selecting the Fire Detection & Alarm Systems from the Special Fire Services Installed, you are stating that you have addressed the Fire Alarm and Building Design Guidelines for the Reduction of Unwanted Alarms (UA Guidelines).
	For review of the UA Guidelines refer to the link below.
	Unwanted Alarms Guidelines
	ок

#### **Step 4 Attachments**

Attach the documents to support your request.



**Note:** Complete **Step 4 Attachments** and upload your documents as the first step in the submission process if your network is slow and you have numerous documents to upload.

You can attach any number of documents of any file size to the new request. Your network speed and the file sizes will impact the time it will take to upload documents to QFES e-lodgement.



**Note:** In order to save time processing your request, ensure all PDFs you upload do not have any security or password restrictions on them.

Succusion	nd Fire an <mark>d Emergency Services</mark>		e	e-lodgement
Application Search	🔬 New Application 🗸		Logged in: Vanessa Goodman 💈 My Account 🛛 🏯 My Organisation 🚱 N	eed Help? 🔘 Logou
🚺 New	Application for Asses	sment or Reassessment		-
Steps	Attachments	s		
ocation	😴 Upload 😽 Download 🔗 Edit (	Delete		
pplicant and Billing	lcon Document Type	File Name		File Size (MB)
ttachments ubmit	No records found that match the filter options.			

To attach documents to your request, take the following steps:

1. Click Upload on the Attachments pane. The Upload Document dialogue box displays:

File Name				Browse
Multiple file upload i.	s not supported by your	browser. A zip file can be u	sed to load mu	ltiple files in
one step.				and the second second

- 2. Select a **Document Type** from the drop-down list.
- 3. Click **Browse** to select a document from your PC.
- 4. If you are uploading only one document, click **Add**. If you need to upload more than one document, click **Add & New** and repeat steps 2–4.



**Note:** If your browser doesn't allow you to select multiple files to upload, the message shown in the screen capture above displays. You can create a compressed (zipped) file and select it to upload. QFES e-lodgement will automatically expand the compressed file in the **Attachments** screen.

-	Upload Docume	ent				
Do	cument Type					*
File	e Name				Browse.	
	Multiple file i one step.	upload is not supported by your bro	wser. A zip file <mark>can be us</mark>	ed to load mul	tiple files i	in

Steps	Attachments		
Location	🐨 Upload 🔮 Download 🖉 Edit 🍕	Delete	
Applicant and Billing	lcon Document Type	File Name	File Siz
Assessment Details	Drawings - For Assessment	15760_08A - CIVIL PLAN pdf	12
4. Attachments 5. Submit	Drawings - For Assessment	15760_02F - FLOOR PLAN pdf	0.61
	Drawings - For Assessment	15760_03D - ELEVATIONS.pdf	0.57
	Drawings - For Assessment	15760_07A - SEWER.pdf	10
	Drawings - For Assessment	15760_88A - FOOTINGS.pdf	0.80
	Drawings - For Assessment	15760_09A - STRUCTURAL FRAMING.pdf	0.76
	Drawings - For Assessment	15760_10A - STRUCTURAL DETAILS.pdf	0.67
	Drawings - For Assessment	15760_11A - PANELS.pdf	0.86



**Note:** You can also download documents, edit the **Document Type** and delete documents uploaded to this screen, but only during the new application process.

#### Step 5 Submit

The final step of the application wizard requires that you accept the terms and conditions of the QFES Referral Agency Advice process. This step of the wizard will vary for **Documentation Only** submissions.

# Step 5 Submit – New Request for Meeting, Request for Comment on FEB/FER, Assessment or Reassessment and Inspection

Application Search	d Fire and Emergency Services 🔊 e-lodgemen
New	Application for Assessment or Reassessment
Steps	Submit
. Location . Applicant and Billing . Assessment Details	Privacy For details regarding privacy and other uses and disclosures of your personal information, refer to the Department of Community Safety's Information Privacy Plan, available on the treatment's website http://www.cid.gov.au/egal
Assessment Defails Attachments Submit	Payment of Fees (if applicable)     Fees are charged in accordance with the Fire and Emergency Services Act 1990 or the Building Fire Safety Regulation 2008.     I confirm in lodging this application I am acting as the agent and on behalf of the nominated Billing Customer or any alternative nominee and that I hold the necessary agency authority to so act.     Note: The QFES recommends that the terms of payment are provided to the Billing Customer, <u>Terms and Conditions for Payment of Fees off</u> (a) The Billing Customer will pay to the QFES the fees and charges prescribed for the identified services by a payment method accepted by the QFES.     (b) All fees are due and payable fourteen (14) days from the date an invoice is issued by the QFES may:     (a) Charge the Billing Customer does not pay the bill by the date the payment is due, the QFES may:     (a) Charge the Billing Customer a late fee;     (b) Engage a mercantile agent to recover the money the Billing Customer owes to the QFES. If the QFES institute legal proceedings, the QFES may seek to recover reasonable legal costs.
	Multiple Building Application         For Applications to form part of a Multiple Building Application they must meet the following requirements:         • Be lodged on the same day; and         • Are for the same Billing Customer, and         • Have the same Billing Customer, and         • Have the same Billing Customer, and         • Have the same Nature of Application.         Excludes Marinas, Temporary Structures, Change of Classification/Use, Special Structures, Referral Agency Response or Request for Comment on FEB.         The QFES requires a separate 'Application to Assess' for each building forming part of a Multiple Building Application. Should the proposed work/s meet the above criteria, ensure that you select the below checkbox prior to submitting the application.         Image: This Application is part of a Multiple Building Application
	I Accept

1	Familiarise yourself with the Department of Community Safety's Information Privacy Plan.
2	Familiarise yourself with the terms of payment. If you need to forward these terms to the billing customer, click on the <b>Terms and Conditions for Payment of Fees</b> link to open the <b>QFES Terms of Payment</b> PDF document.
3	The <b>Multiple Building Application</b> section only displays for applications for assessment or reassessment. If you are submitting multiple applications for assessment for buildings on one site, you can choose to have the floor area of the buildings combined for invoicing purposes by selecting the <b>This Application is part of a Multiple Building Application</b> checkbox.
4	Check the <b>I Accept</b> checkbox to indicate that you accept the terms and conditions of the application. After you select the <b>I Accept</b> checkbox, click <b>Submit Application</b> .

Application sea	rrch 😥 New Application - Logged in: Meagan Maurer 💈 My Account 🔮 Need Help? 🥥 Log
Do	cumentation Only Submission
<sup>e</sup> Steps	[] Submit
Location	Privacy
Applicant	For details regarding privacy and other uses and disclosures of your personal information, refer to the Department of Community Safety's Information Privacy Plan, available on the Department (1)
Building Details	website http://www.dld.cov.au/ienal
Attachments	Payment of Fees (if applicable)
	No payment of fees is required when submitting a Documentation Only Submission to the OFES. If the submission does not conform to the requirements of OFES Scope Reduction however, OFES retains the right to reject the submission and fees may apply.       If you wish to reject the submission and fees may apply.         If you wish to confirm that the current Documentation Only Submission meets the OFES requirements click here <a href="https://www.dfes.old.gov.au/buildingsafety/sri.asp">https://www.dfes.old.gov.au/buildingsafety/sri.asp</a> .         Documentation Only Submission Acknowledgement       For submissions to meet the OFES Scope Reduction Documentation Only Submission criteria, it must meet one of the following criteria. It must be:       1. Building works involving particular Alternative Solutions;         1. Building works involving particular Alternative Solutions;       3         2. Building works involving free-standing shade structures;       3         3. Building works where only fire hydrant coverage is via a single feed hydrant for a marina.       3
	I Accept

# Step 5 Submit – New Documentation Only Submission

1	Familiarise yourself with the Department of Community Safety's Information Privacy Plan.
2	There is no requirment for payment of fees with a <b>Documentation Only Submission</b> . If you wish to confirm that the application meets QFES' requirements click the link within this section.
3	The <b>Documentation Only Submission Acknowledgement</b> section only displays for <b>Documentation Only Submissions</b> . This area outlines the five specific building works criteria relating to the QFES Scope Reduction Initiative. Complete the submission by selecting the <b>This Application meets the QFES Scope Reduction Documentation Only Submission requirements</b> checkbox.
4	Check the <b>I Accept</b> checkbox to indicate that you accept the terms and conditions of the application. After you select the <b>I Accept</b> checkbox, click <b>Submit Application</b> .

#### Validation errors

If you have missed entering mandatory information in the new or draft application wizard, to help you locate the step and field to update, QFES e-lodgement will display the following information on the screen:

- The Validation Errors screen outlines in detail each field error.
- The **Steps** that have validation errors display in red.
- The Validation Errors button displays at the bottom of the screen for you to re-display the Validation Errors screen.

Queenslan	d Fire an <mark>d Eme</mark> rger	ncy Services		e-lodgement
Application Search	🔊 New Application 🗸		Logged in: )	Vanessa Goodman 💈 My Account 🛛 🐣 My Organisation 🤹 Need Help? 💿 Logout
11				
New	Application fo	r Assessment or Reassess	ment	
Steps	A Submit			
1. Location	Privacy	_		
2. Applicant and Billing 3. Assessment Details	For details regarding privat	ey and other uses and disclosures of year personal information,	refer to the Department of Community Safety's Information Privac	y Plan, available on the Department's website http://www.old.gov.au/legal
4. Attachments	Payment of Fees (if applica	General Errors:		
5. Submit	Fees are charged in accor	Message		
5. Submit	Tees are charged in accor	At least one lot plan is required		
	I confirm in lodging this ap	A person or company must be entered for Applicant		essary agency authority to so act.
	Note: The QFES recomme	A person or company must be entered for Billing Details		
	(a) The Billing Customer w			
	(b) All fees are due and pa			
	Additionally if the Billing C			
	(a) Charge the Billing Cust	Field	Message	
	(b) Engage a mercantile a	Street Name	Street Name must be entered	e Billing Customer a recovery fee;
	(c) Institute legal proceedi	Suburb	Suburb must be entered	the QFES may seek to recover reasonable legal costs.
	(a) montato togar processa	Submit to QFES Office	Submit to QFES Office must be entered	
	Multiple Building Application	Email	Email must be entered	
	For Applications to form pa	Mobile	Either a phone number or mobile number must be provide	
	Be lodged on the same		Either a phone number or mobile number must be provide Street Name must be entered	
	Are for the same Site; a	Street Name Suburb	Suburb must be entered	
	Have the same Billing (	Email	Email must be entered	
	Have the same Develop	Mobile	Either a phone number or mobile number must be provide	
	Have the same Nature	Phone	Either a phone number or mobile number must be provide	
	Excludes Marinas, Tempor	Street Name	Street Name must be entered	
	Excludes marinas, rempor	Suburb	Suburb must be entered	
	The QFES requires a sepa	Dronoead Liea	Dronnead I lea muet ha antarari	ove criteria, ensure that you select the below checkbox prior to submitting the application.
	This Application is part (	×	F.	
			Close	
			🗷 I Accept	
			Submit Application	
				🕘 Validation Errors 🔄 Previous 🛛 Next 🕨 🔚 Save 🛛 🔚 Save & Close 🔇 Cancel
				Gest 2013-2014 Version: 2.0.0 Build: 8325 ST-02

Correct all validation errors and then click **Submit Application** again.

#### **Confirm information**

Once the new application is error free, the **Submit Application** message displays:

Submit	Application			
Ų,	Please ensure all details By submitting you are co			and conditions of this application.
		Submit	Return to Application	
			9752	

#### **Submission receipt**

After you click **Submit**, the **Submission Receipt** message displays:

Submission Receipt		
	S0000592	1
the QFES. The QFE		waiting processing by act you regarding this essary.



**Note:** Take note of the submission number. You can use this number to search for this application in the **Application Search** screen. The submission number will appear on correspondence from QFES in relation to this application.

This is not the QFES Job Number.

# **Receive Reports and Correspondence from QFES**

#### Receive reports and correspondence for your submissions

As soon as the report or correspondence is generated by QFES, it will display in the **Application Summary** screen in the **History** tab. Refer to **View the History of your Submissions** for more information on how to view these documents.

If QFES has been supplied a valid email address for the following, an email will also be sent to these recipients with the report or correspondence as an attachment:

- Person who submitted the request (any person who has registered for QFES e-lodgement, for example, the person responsible for lodging requests in your office)
- The applicant (for example, the developer)
- The certifier
- If you are registered as an organisation and have elected to copy all reports and correspondence from QFES that are received by users within your organisation or office to another email address, a copy will also be sent that email address.

## View the History of your Submissions

You can search for and view the details of your submissions. You can also view existing attachments to a request and submit additional documents as required.

#### What requests can I access?

- Only requests submitted through QFES e-lodgement can be viewed in QFES e-lodgement
- If you have an individual profile, you can access all your submissions since you registered with QFES e-lodgement
- If you are a user within an organisation profile, you can access all submissions associated with that organisation.

#### Search for existing requests

When you log into QFES e-lodgement, the first screen that opens is the **Application Search** screen, with your history displaying. You need to apply filters in order to narrow the search and find the submission you want to view.

Queenslan	d Fir	e and Emergency S	ervices				e-lodg	ement
Application Search	2 N	ew Application -			Logged in: Vanessa Goodmar	💈 My Account 🛛 🏯 My Organisation	n 🔮 Need Help?	O Logout
Applic	atic	n Search						
Filter Options Submission #	ons Only	Application Type	V Jude Archived Applications	My Ref Certifier	)	My Office Submitted By		<b>&gt;</b>
Application Search Res	ults							
Archive Un-archive	e ei	Copy Application Data 🤤 Dele Submitted Date Time	My Ref	Submitted By	Location	Application Type	QFES Office	
S00005921		13-Mar-2015 2:32 PM		Vanessa Goodman	155 Anzac Avenue HARRISTOWN QLD 4350	Assessment	Toowoomba	
Draft	2	13-Mar-2015 11:12 AM		Vanessa Goodman	Concept Site	Meeting	Brisbane	
S00005920		13-Mar-2015 11:00 AM	$\sim$	Vanessa Goodman	123 Smith Road CALOUNDRA QLD 4551	Assessment	Caloundra	

1	Enter any number of filters required to narrow the <b>Application Search Results</b> . Submission and certifier details will only be available for searching after the submission has been validated by QFES. Click <b>Search</b> to search for submissions based on the filters you have applied. Click <b>Clear Filters</b> to clear the current filters and <b>Application Search Results</b> and start again.
2	The <b>Application Search Results</b> display in this pane. You can archive an application by selecting it and then clicking the <b>Archive</b> button. This will remove the application from view in the <b>Application Search</b> screen. If you want to view archived applications, select the <b>Include Archived Applications</b> checkbox in the <b>Filter Options</b> pane and then click <b>Search</b> . If you want to unarchive the application, select the archived application and then click the <b>Unarchive</b> button.

#### Request update alerts

When QFES updates your request it will be highlighted in red in the **Application Search** screen:

Queensland Fire and Emergen	cy Services				e-lodg	ement
🖳 Application Search 🛛 🖉 New Application -			Logged in: Vane	ssa Goodman 💈 My Account 🛛 🙏 My Organi	sation 🔮 Need Help?	O Logout
Application Search						
Filter Options Submission # Q Application Type Show Draft Applications Only	Include Archived Applications	My Ref Certifier		My Office Submitted By		× ×
Search Clear Filters Copy Application Search Results Archive Copy Application Data	Colore					
Submission # Icon Submitted Date Time	My Ref	Submitted B	Location	Application Type	QFES Office	
S00005921 13-Mar-2015 2:32 PM		Vanessa Goo	Iman 155 Anzac Avenue HARRISTOWN QLD 435	D Assessment	Toowoomba	
Draft 213-Mar-2015 11:12 AM	F	Vanessa Goo	Iman Concept Site	Meeting	Brisbane	
S00005920 13-Mar-2015 11:00 AM	1	Vanessa Goo	Iman 123 Smith Road CALOUNDRA QLD 4551	Assessment	Caloundra	

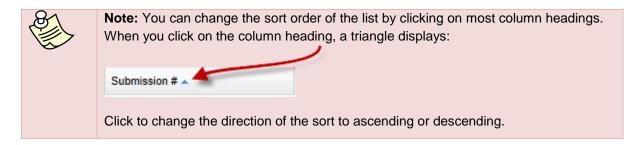
When you double-click the request to view it, the red highlight will be removed.

#### **View application summary**

After you find the request you want to view, double-click it in the **Application Search Results** pane. It will open in the **Application Summary** screen, in the **History** tab:

Queensland Fire and E	Emergency Services				e-lodge	ement
🔍 Application Search 🛛 🖉 New Appli	cation -		Logged in: Vanessa Goodman 浅 M	ly Account 🛛 🐰 My Organisati	on 🔮 Need Help?	O Logout
Application Su	immary					-
Submission Details		(1)				
Submission # 500005921	í	$\mathbf{O}$				
Application for Assessment	submitted to QFES Toowoomba	office at 13-Mar-2015 2:32 PM		quoting QFES Job Number		
My Ref	Applicant Kenny Chesney, CMA Industries		Location 155 Anzac Avenue, HARRISTO	DWN QLD 4350		
🗈 History 🔥 Attachments 🗼 Submit A	idditional Documents					
Submitted Date Time	Icon Event	Description		Submission #	Rejected	
13-Mar-2015 02:32 PM	Application Submitted	8 attached file(s)		S00005921		
	2					

1	A summary of the submission details display.
2	A chronological history of the events relating to this application, including the dates and times of when you submitted the application and attachments to QFES e-lodgement and when you received correspondence and reports from QFES e-lodgement. You can click on the icon in the Icon column to open or save the document to your PC.

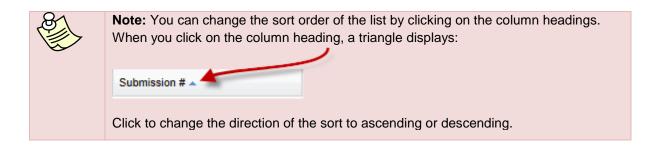


#### View attachments to an existing request

To view all documents that you originally submitted with the request, as well as those submitted as additional documents, click the **Attachments** tab from the **Application Summary** screen.

	Applicant Kenny Chesney, CMA Industries       Location 15S Anze: Avenue, HARRISTOWN QLD 4330         Image: Control of the Control of t	istory Attachment	Applicant Kenny Chesney, C		2015 2:32 PM				
terry A Attachment Additional Documents  version  version	Image: Control Contro Control Contrecontrol Control Control Control Control Control Con	istory 🔀 Attachments		JMA Industries		Location 155 Anzac Avenue, HARRIST			
Submited Date Time         Document Type         File Name         File Name         Enter Keyword         Submission # All         C Search         C G           1 Mair 2015 02 32 PM         Drawings - For Assessment         15760_024 - 0/NL PLAN pdf         12         500005521           1 Mair 2015 02 32 PM         Drawings - For Assessment         15760_027 - FLOOR PLAN pdf         10         500005521           1 Mair 2015 02 32 PM         Drawings - For Assessment         15760_027 - FLOOR PLAN pdf         0.61         500005521           1 Mair 2015 02 32 PM         Drawings - For Assessment         15760_027 - FLOOR PLAN pdf         0.61         500005521           1 Mair 2015 02 32 PM         Drawings - For Assessment         15760_027 - FLOOR PLAN pdf         0.57         500005521           1 Mair 2015 02 32 PM         Drawings - For Assessment         15760_027 - FLOOR PLAN pdf         0.57         500005521           1 Mair 2015 02 32 PM         Drawings - For Assessment         15760_027 - FLOOR PLAN pdf         0.68         500005521           1 Mair 2015 02 32 PM         Drawings - For Assessment         15760_027 - FLEVAITONS pdf         0.67         500005521           1 Mair 2015 02 32 PM         Drawings - For Assessment         15760_028 - STRUCTURAL PERAILS pdf         0.67         500005521         0.57         500005521         0	Submitted Date Time         Document Type         File Name         File Name         Enter Keyword         Submission # All         V         Sech         fil Death           3 Mar-2015 02.32 PM         Drawings - For Assessment         15760_DRA - CML PLAN pdf         12         500005521           13 Mar-2015 02.32 PM         Drawings - For Assessment         15760_DRA - CML PLAN pdf         10         500005521           13 Mar-2015 02.32 PM         Drawings - For Assessment         15760_DRA - CML PLAN pdf         0.61         500005521           13 Mar-2015 02.32 PM         Drawings - For Assessment         15760_DRA - EVEX pdf         0.67         500005521           13 Mar-2015 02.32 PM         Drawings - For Assessment         15760_DRA - STRUCTURAL DETAILS pdf         0.67         500005521           13 Mar-2015 02.32 PM         Drawings - For Assessment         15760_DRA - STRUCTURAL DETAILS pdf         0.67         500005521           13 Mar-2015 02.32 PM         Drawings - For Assessment         15760_DRA - STRUCTURAL EFAMINIX pdf         0.67         500005521           13 Mar-2015 02.32 PM         Drawings - For Assessment         15760_DRA - STRUCTURAL EFAMINIX pdf         0.75         500005521           13 Mar-2015 02.32 PM         Drawings - For Assessment         15760_DRA - FOOTINGS pdf         0.76         500005521           <	ownload	N Submit Additional Documents				UWW QLD 4330		
Number         Submitted Date Time         Document Type         File Name         File Name         File Name         Submitted Date Time         Document Type         File Name         Submitted Date Time         Submit	Submitted Date Time         Document Type         File Name         File Name         File Name         File Name         Submission           113Mar/2015 02.32 PM         Drawings - For Assessment         15760_DA - C/VIL PLAN pdf         12         500005921           13Mar/2015 02.32 PM         Drawings - For Assessment         15760_DA - C/VIL PLAN pdf         10         500005921           13Mar/2015 02.32 PM         Drawings - For Assessment         15760_DA - EVEX pdf         061         500005921           13Mar/2015 02.32 PM         Drawings - For Assessment         15760_DA - EUEVATIONS pdf         057         500005921           13Mar/2015 02.32 PM         Drawings - For Assessment         15760_TA - PAVELS pdf         088         500005921           13Mar/2015 02.32 PM         Drawings - For Assessment         15760_TA - PAVELS pdf         088         500005921           13Mar/2015 02.32 PM         Drawings - For Assessment         15760_TA - EVEXTON pdf         088         500005921           13Mar/2015 02.32 PM         Drawings - For Assessment         15760_TA - EVEXTON pdf         088         500005921           13Mar/2015 02.32 PM         Drawings - For Assessment         15760_TA - EVEXTON pdf         076         500005921           13Mar/2015 02.32 PM         Drawings - For Assessment         15760_TA - EVEXTON pdf				$\cap$				
1 34Aar 2015 02 22 PM         Drewings - For Assessment         15760_DBA - CIVIL PLAN pdf         10         50005521           1 3Aar 2015 02 32 PM         Drewings - For Assessment         15760_DTA - SEWER pdf         10         50005521           1 3Aar 2015 02 32 PM         Drewings - For Assessment         15760_DTA - SEWER pdf         0.61         50005521           1 3Aar 2015 02 32 PM         Drewings - For Assessment         15760_DTA - SEWER pdf         0.61         50005521           1 3Aar 2015 02 32 PM         Drewings - For Assessment         15760_DTA - SEWER pdf         0.57         50000521           1 3Aar 2015 02 32 PM         Drewings - For Assessment         15760_DTA - SEWER pdf         0.68         50005521           1 3Aar 2015 02 32 PM         Drewings - For Assessment         15760_DTA - SEWER pdf         0.67         500005521           1 3Aar 2015 02 32 PM         Drewings - For Assessment         15760_DTA - SEWER pdf         0.67         500005521           1 3Aar 2015 02 32 PM         Drewings - For Assessment         15760_DTA - SEWER DdF         0.67         50005521           1 3Aar 2015 02 32 PM         Drewings - For Assessment         15760_DTA - SEWER DdF         0.67         50005521           1 3Aar 2015 02 32 PM         Drewings - For Assessment         15760_DTA - SEWER DdF         0.76         5000552	13.Mar:2015 02.32 PM         Drawings - For Assessment         15760_DBA - CV/IL PLAN pdf         12         500005921           13.Mar:2015 02.32 PM         Drawings - For Assessment         15760_DTA - SEWER pdf         10         500005921           13.Mar:2015 02.32 PM         Drawings - For Assessment         15760_DTA - SEWER pdf         0.61         500005921           13.Mar:2015 02.32 PM         Drawings - For Assessment         15760_DTA - FLOOR PLAN pdf         0.61         500005921           13.Mar:2015 02.32 PM         Drawings - For Assessment         15760_DTA - FLOOR PLAN pdf         0.67         500005921           13.Mar:2015 02.32 PM         Drawings - For Assessment         15760_DTA - PANELS pdf         0.68         500005921           13.Mar:2015 02.32 PM         Drawings - For Assessment         15760_DTA - STRUCTURAL EFLANLING pdf         0.67         500005921           13.Mar:2015 02.32 PM         Drawings - For Assessment         15760_DSA - STRUCTURAL FRAMING pdf         0.67         500005921           13.Mar:2015 02.32 PM         Drawings - For Assessment         15760_DSA - FOOTINGS pdf         0.76         500005921           13.Mar:2015 02.32 PM         Drawings - For Assessment         15760_DBA - FOOTINGS pdf         0.80         500005921	on Submitted Date Time			(1)	File Name Enter Keyword	Submission # All	✓ Q Sea	rch 🛛 前 Clear Fil
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1	All documents submitted display in the <b>Attachments</b> tab. If you want to narrow the view of the documents that display, enter information in the <b>Filter</b> fields and then click <b>Search</b> . To return the display back to all, click <b>Clear Filters</b> .
2	You can click on the icon in the <b>Icon</b> column, or select the document and then click the <b>Download</b> button to open or save the document to your PC.
3	Documents that were submitted with the original application (in the example, Submission # S0000001) as well as additional documents (in the example, Submission # S0000001.1) display in the <b>Attachments</b> tab.
4	Ensure that you check the page controls at the bottom of the screen. This example shows that there are more pages of documents to view. Either type the page number to go to, or click the page navigation buttons to move through the pages of submitted attachments.
5	The page control shows the total number of submitted attachments.



#### Submit additional documents to an existing request

You can submit any number of documents of any file size to the existing application if the application has not been rejected. Your network speed and the file sizes will impact the time it will take to upload documents to QFES e-lodgement. To submit documents to the existing request, click the **Submit** Additional Attachments tab from the Application Summary screen.

Queensland Fire and Emergency Services			e-lodgement
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Submission Details			
Application for Assessment submitted to QFES Toowoomba	office at 13-Mar-2015 2:32 PM	guoting QFES Job Number	
My Ref Applicant Kenny Chesney, CMA Industries		Location 155 Anzac Avenue, HARRISTOWN QLD 4350	
History			
A How to submit additional documents			
1. Click upload additional documents.			
<ol><li>Upload the file(s) attachments with the correct document types.</li></ol>			
<ol> <li>Where necessary, continue this process until all documents you wish to submit are uploaded.</li> <li>The documents will be added to your original application and queued for processing.</li> </ol>			
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To submit additional documents to your request, take the following steps:

1. Click Upload on the Attachments pane. The Upload Document dialogue box displays:

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- 2. Select a **Document Type** from the drop-down list.
- 3. Click **Browse** to select a document from your PC.
- 4. If you are uploading only the one document, click **Add**. If you need to upload more than one document, click. **Add & New** and repeat steps 2–4.



**Note:** If your browser doesn't allow you to select multiple files to upload, the message shown in the screen capture above displays. You can create a compressed (zipped) file and select it to upload. QFES e-lodgement will automatically expand the compressed file in the **Attachments** screen.

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The documents selected to submit display in this pane:

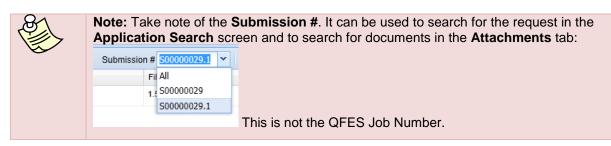
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- 5. Review the documents you have selected, download documents, edit the **Document Type** and delete documents uploaded to this screen if necessary.
- 6. Click **Submit Additional Documents**. The **Submit Additional Documents** message displays:

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7. Click Submit. The Submission Receipt message displays:

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processing by the	additional document(s) are awaiting QFES. The QFES may contact you dditional documents if necessary.



# **Appendix A – Example Organisation Profiles**

It is recommended that you assign a user with e-lodgement administrator privileges to every office that you set up. If you have only one e-lodgement administrator for your organisation, you may want to consider creating a backup e-lodgement administrator who can manage the functions when the other administrator is unavailable.

If you have a head office plus two other offices with staff that have dealings with QFES, your structure would look like the following:



If you have one office with many staff members that have dealings with QFES, your structure would look like the following:

